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17 SEP 1968

MEMORANDUM FOR: Chief, Printing Services Division, OL

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SUBJECT : Report of [REDACTED]

Dear J:

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1. Mr. George E. Meloon has read and discussed with me the 4 September 1968 draft of [REDACTED] report on the Printing Services Division, a copy of which has already been forwarded to you. Naturally, George desires to forward a copy of this fine document to the Deputy Director for Support but wishes that it be transmitted by a memorandum from him that addresses itself to certain observations [REDACTED] has made.

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2. Accordingly, would you be good enough at this time to undertake the draft of such a document and address yourself to the following specific matters. The paragraph numbering represents the sequential flow of the paragraphs in [REDACTED] document:

a. Paragraphs 4 and 13. These two paragraphs address themselves to the inadequacy of your machinery, budgetary provisions to replace it, and the existence of a replacement program for equipment. This whole matter of developing a planned replacement program for equipment has been the subject of interminable conversations back and forth between the Printing Services Division and this Office for three years. It appears to me the time is now to face up to the problem and go into a planned replacement program, item for item, that is phased out over a reasonable period of years. Inasmuch as the basic Agency budget cycle is now five years, it would appear that this would be the best possible time frame to do your planning and, therefore, to continually insert your needs into the budgetary process.

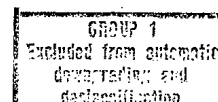
b. Paragraph 5. The problem here would appear to be a human one generally encountered when automatic data processing rears its head. [REDACTED] thrust is STAT found in the first sentence of the paragraph.

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c. Paragraph 7. [REDACTED] point is "There is a problem, probably bearing with personnel, in the distribution center which comes under bindery supervision. . ." As you may recall, you and I discussed this matter [REDACTED] and I think what is needed here is your statement of the problem and the necessary remedial action as you see it. 50X1

d. Paragraph 8. The issue is primarily the 35mm Microfilm processor. Incidentally, have we ever received a budget input for this particular piece of equipment?

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e. Paragraph 11. The theme here, by [REDACTED] is customer education and cooperation. We are aware of your work with [REDACTED] in this connection and suggest you merely develop your own endeavors in this area. Incidentally, we may suggest to Bob Bannerman that this paragraph be extracted from [REDACTED] report and be sent to the Deputy Director for Intelligence.

f. Paragraph 12. Please give us the latest status on the air-conditioning matter. I think we in this Office can handle the warehouse matter because it involves things other than the Printing Services Division.

3. We would appreciate your draft at the earliest possible date.

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[REDACTED]
John F. Blake
Deputy Director of Logistics

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